

Student and Graduate User Agreement for Laker CareerZone

The Office of Career Services at Clayton State University is proud to offer Laker CareerZone, a web-based system for employers to post full-time, internship, co-op, and part-time job opportunities for current Clayton State students and graduates. This system allows you (student or graduate) to do the following:

- Search for job postings based on selected criteria
- Become eligible for resume referrals and on-campus interviews
- Track your job search, including job listings to which you have applied
- Store up to 10 different resumes, cover letters, and other documents related to your job search
- Send your resume and other application materials to employers
- Receive announcements about upcoming recruiting events

Please Note: Students and graduates who access Laker CareerZone are agreeing to comply with all points of the Participation Agreement.

Career Services agrees to:

- **Offer services** to assist students and graduates with career decision-making and job-search activities.
- Provide **access to information** on a range of career opportunities and types of employing organizations
- Provide **access to prospective employers without regard** to race, color, national origin, religion, age, gender, sexual orientation, or disability, and provide you with reasonable accommodations upon request.
- Exercise sound judgment and fairness in maintaining **confidentiality**.
- Discuss EEO noncompliance and unethical behavior exhibited by an employer and take appropriate action when needed.

Student and Graduate Users agree to:

- **Proper Usage**
Recognize that access to the system is granted to you specifically. You agree not to share your password, and to log onto the system only as yourself. Protecting your password is your responsibility to guard against unauthorized use of services in your name; you are responsible for all actions occurring under your login ID.
- **Accurate Information**
Certify that the information found in your resume is truthful and accurate.
- **Exercise Caution**
Acknowledge that while The Office of Career Services makes every effort to allow only legitimate employers to post legitimate job openings in the system, it is not possible for our office to perform a complete check into every organization's background or to take responsibility for the actions of employees of individual companies who list jobs in Laker CareerZone. While the majority of job postings are screened by the Office of Career Services, students and graduates are advised to contact Career Services with any questions

regarding the validity or legitimacy of the employer or position posted. It is up to you to use reasonable caution when entering personal information on resumes. We share job information with students and graduates of Clayton State University from interested employers. In the unlikely event that a problem is encountered with a company listed through our office, please notify the Office of Career Services promptly. You are also advised that jobs posted in the NACElink Network Experienced Candidates section are not screened by the Office of Career Services.

- **Grant Access**

Give permission to Career Services to provide your job search materials to prospective employers, unless you otherwise note in the Privacy Tab in the system.

- **Institutional Reporting**

Recognize that Career Services will utilize aggregate student information for reporting purposes. Employers will not have access to confidential information.

- **Consequences for Non-Compliance**

Accept that failure to adhere to any point in this agreement may result in the removal of your privileges to use Laker CareerZone.